

Ads for Sunday, 9/25/16 Palm Beach Post and other sources:

FACILITIES MAINTENANCE WORKER II

PUBLIC WORKS DEPARTMENT

Responsible for performing journey level medium skilled building and facilities maintenance work involving application of a variety of trades skills such as carpentry, painting, masonry, roofing, fabrication, hardware installation and flooring. Performs various building/facility security and maintenance tasks such as doors, locks, windows, screens, glass and mirrors. Applies trade skills to new construction projects such as tile installation, drywall hanging, painting walls and fixtures, ceiling and roof tiles. Performs metal fabrication tasks, such as welding, brazing and cutting. May act in a lead position with other members of the Public Works Division. Assists in maintaining records regarding assigned tasks such as work orders, materials orders and purchase requisitions as directed. High school diploma or GED required supplemented by three years of previous vocational training and/or work experience in two or more of the construction or trade fields or an equivalent combination of training, education and experience are required. Must possess a valid Florida Commercial Drivers' License (CDL) Class C or higher. Pay Range: \$15.35 to \$21.24 per hour. Starting rate dependent upon qualifications.

RECREATION SUPERVISOR

SPECIAL EVENTS DEPARTMENT

Responsible for assisting the Special Events Director in the development, promotion and maintenance of Town sponsored events including the development of site plans, recruitment of all vendors and entertainment, and the management of all event logistics. Also responsible for the coordination and use of all recreation facilities. Duties include providing recommendations for new programs and assisting the Special Events Director in developing program publicity and the organization of events including the Sunset Celebration, as well as the planning, organizing and scheduling of recreational activities such as adult programs and summer youth programs including the Town's summer camp program and coordination and overseeing Town bus trips. Must be able to maintain accurate and current records of all departmental activities and provide periodic written and verbal reports as required by the Town Manager. Bachelor's degree in sports management, education or physical education, or related field from an accredited college or university, supplemented by five years of progressively responsible experience and a demonstrated record of success in developing and implementing innovative community-wide recreation programs and events along with a valid Florida Class C Commercial Drivers' License (CDL) and membership in the Florida Recreation and Parks Association are required. Salary Range: \$36,753.60 to \$58,011.20 per year. Starting rate dependent upon qualifications.

P/T CODE COMPLIANCE OFFICER

COMMUNITY DEVELOPMENT DEPARTMENT

Responsible for performing a wide range of inspections to ensure the safety, conformance and compliance with applicable codes and ordinances including pro-active and reactive on-site zoning, business tax receipts, construction and remodeling inspections encompassing all trades, and related plans. High school diploma or equivalent, supplemented by three years of experience as an inspector, contractor or superintendent of construction is required. Must have the ability to communicate effectively both verbally and in writing as well as the ability to handle complaints and enforce compliance with regulations in a courteous efficient manner. Bachelor's degree from an accredited college or university and Certification by the Florida Association of Code Enforcement, Inc. as a Code Enforcement Officer preferred. Must possess a valid State of Florida driver's license. Part-time hours are evening and

weekend hours, some daytime as needed. Must be able to work 20 hours per week. Pay Range: \$15.46 TO \$26.02 per hour. Starting rate dependent upon qualifications.

P/T LIBRARY ASSISTANT I

LAKE PARK PUBLIC LIBRARY

Under the direct supervision of the Library Director, responsible for the provision of customer service at the Library's circulation desk and providing basic information about Library materials. Also responsible for shelving materials and performing circulation functions at the circulation desk, basic clerical activities in support of all library services, and some basic cataloging tasks as needed. Must be able to work 20 hours per week including some nights and weekends. High School Diploma or equivalent, or currently enrolled in accredited high school required. Previous experience working in a library or as a library volunteer preferred. Basic computer and Internet skills required. Pay Range: \$11.59 to \$17.35 per hour.

Deadline for Receipt of Applications for the Above Positions: 5:00 p.m. on October 18, 2016.

Applications may be obtained from and must be submitted directly to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. All applicants shall be subject to a criminal background check. Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or by email. Phone: 561-881-3300. An Equal Opportunity Employer.